DOCUMENT RESUME

ED 155 450 CE 016 961

AUTHOR McElveen, Peggy C.
TITLE Inspecting Material Received for Completeness. Student Manual and Instructor's Manual.
INSTITUTION Clemson Univ., S.C. Vocational Education Media Center.
SPONS AGENCY South Carolina State Dept. of Education, Columbia. Office of Vocational Education.
PUB DATE 77
NOTE 14p.; For related documents see CE 014 491 and CE 016 913-989
AVAILABLE FROM Vocational Education Media Center, 10 Tillman Hall, Clemson University, Clemson, South Carolina 29631 ($160.00 for complete set, including nineteen filmstrips and eight overhead transparencies)

EDRS PRICE MF-$0.83 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS *Accounting; Answer Keys; Behavioral Objectives; *Bookkeeping; Business Education; Business Skills; Data Sheets; Inspection; Instructional Materials; Merchandise Information; *Office Occupations Education; Performance Based Education; *Quality Control; Recordkeeping; Records (Forms); Task Performance; Teaching Guides
IDENTIFIERS Vocational Technical Education Consortium States

ABSTRACT

Supporting performance objective 18 of the V-TECS (Vocational-Technical Education Consortium of States) Secretarial Catalog, both a set of student materials and an instructor's manual on inspecting incoming documents and merchandise for completeness are included in this packet, which is one of a series. The student materials include four purchase orders, four receiving reports, and instructions for noting any discrepancy between receiving documents and the actual amount received or for noting any damaged merchandise. The instructor's manual includes related notes to the teacher and answer keys for evaluating the completed task. (BM)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED155450

INSPECTING MATERIAL RECEIVED FOR COMPLETENESS

STUDENT MANUAL

Prepared by

Mrs. Peggy C. McElveen

These materials support
Performance Objective 18 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

© Copyright 1977 South Carolina Department of Education

OE 016 961

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

"PERMISSION TO REPRODUCE THIS MATERIAL IN MICROFICHE ONLY HAS BEEN GRANTED BY

Elmer L. Knight

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

STUDENT MATERIALS

INSPECTING MATERIAL RECEIVED FOR COMPLETENESS

INTRODUCTION

One of the most important tasks in business firms is to check all incoming merchandise to see if the goods ordered arrived and are in a satisfactory condition.

In larger companies this job is handled by personnel in the receiving and shipping department. However, in smaller firms the responsibility has to be assumed by one of the office employees. You may find the task of checking all incoming merchandise for completeness and damage will be one of your responsibilities. Therefore, in this packet you will be given four purchase orders covering goods ordered by Gaffney Dyers, Incorporated. Using the list of Goods Received on May 31, 19––, you are to compare the goods received with the goods ordered. A receiving report is to be completed for each shipment. If there is a discrepancy between the purchase order and the shipment, a notation is to be made in the remarks blank on the receiving report.

PERFORMANCE OBJECTIVE

Given receiving documents and merchandise received, verify the quantity received and the condition of the merchandise. Look for any discrepancy between receiving documents and the actual amount received and note any damaged merchandise. This task is to be performed with 90% accuracy.

INSTRUCTIONS

Turn the page and remove the four purchase orders from the top envelope and four receiving reports from the bottom envelope. Below is the performance guide for you to follow as you complete this task:

1. Select proper receiving documents
2. Verify the quantity of each item
3. Verify the specifications of each item
4. Record information on the receiving documents
5. Inspect the condition of the merchandise
6. Record any damage
7. Record discrepancies

TEACHER INSTRUCTIONS: Paste a No. 6 envelope (flap up) in this block. Also, you are to insert the four purchase orders you find in your manual.

In the envelope above you will find four purchase orders that your firm has sent to vendors for merchandise they have ordered. (BE SURE TO RETURN PURCHASE ORDERS TO THE ENVELOPE WHEN YOU FINISH THIS TASK. THEY WILL BE NEEDED BY THE NEXT STUDENT WHO USES THIS PACKET.)

TEACHER INSTRUCTIONS: Paste a No. 6 envelope (flap up) in this block. Each time a student uses this packet, four blank receiving forms will have to be inserted. Copies of the receiving forms are in your manual and can be duplicated.

In the above envelope you will find four receiving reports that you are to complete and give to your instructor for evaluation.

Turn to the next page after you have removed the purchase orders and receiving report forms.

PURCHASE ORDER

Gaffney Dyers, Incorporated
Cherokee Boulevard
Gaffney, SC 29340

PURCHASE ORDER NO. 8438

TO: Southern Paper, Inc.
Wade Hampton Boulevard
Greenville, SC 29602

SHIP TO: Gaffney Dyers, Inc.
Cherokee Boulevard
Gaffney, SC 29340

ATTENTION: Acknowledge promptly, giving definite delivery date – Invoice is to be prepared in triplicate.

Requisition No. 2347	Ship Via UPS	Date May 27, 19--

Quantity	Description	Unit Price	Amount
12 reams	No. 20–12 Mimeograph paper	3.25	$39.00
	Sales Tax		1.56
	Total		$40.56

PURCHASE ORDER

Gaffney Dyers, Incorporated
Cherokee Boulevard
Gaffney, SC 29340

PURCHASE ORDER NO. 8420

TO: Colors, Incorporated
4500 West Jackson Boulevard
Charlotte, NC 28204

SHIP TO: Gaffney Dyers, Inc.
Cherokee Boulevard
Gaffney, SC 29340

ATTENTION: Acknowledge promptly, giving definite delivery date – Invoice is to be prepared in triplicate.

Requisition No. 1286	Ship Via Truck	Date May 21, 19--

Quantity	Description	Unit Price	Amount
4 gallons	Red dye – No. 452	25.42	$101.68
6 gallons	Green dye – No. 484	25.68	154.08
3 gallons	Yellow dye – No. 416	24.86	74.58
			330.34
	Sales Tax		13.21
	Total		$343.55

Gaffney Dyers, Incorporated
Cherokee Boulevard
Gaffney, SC 29340

PURCHASE ORDER

PURCHASE ORDER NO. 8432

TO: Spartan Office Supply
Hillcrest Shopping Center
Spartanburg, SC 29301

SHIP TO: Gaffney Dyers, Incorporated
Cherokee Boulevard
Gaffney, SC 29340

ATTENTION: Acknowledge promptly, giving definite delivery date – Invoice is to be prepared in triplicate.

Requisition No. 2341	Ship Via UPS	Date May 24, 19--

Quantity	Description	Unit Price	Amount
12	Typewriter ribbons – Royal No. 46842	2.10	$25.20
	Sales Tax		1.01
	Total		$26.21

Gaffney Dyers, Incorporated
Cherokee Boulevard
Gaffney, SC 29340

PURCHASE ORDER

PURCHASE ORDER NO. 8436

TO: ABC Printers, Inc.
Pine Street
Spartanburg, SC 29301

SHIP TO: Gaffney Dyers, Incorporated
Cherokee Boulevard
Gaffney, SC 29340

ATTENTION: Acknowledge promptly, giving definite delivery date – Invoice is to be prepared in triplicate.

Requisition No. 2345	Ship Via Parcel Post	Date May 26, 19--

Quantity	Description	Unit Price	Amount
500 packets	100 labels per packet with following imprint:	2.40	$1,200.00
	Gaffney Dyers, Incorporated Cherokee Boulevard Gaffney, SC 29340		
	Sales Tax		48.00
	Total		$1,248.00

GAFFNEY DYERS, INCORPORATED

RECEIVING REPORT

Received From:

Checked By _____
Satisfactory _____ Yes _____ No

Via

Charges

QUANTITY	DESCRIPTION	WEIGHT

Remarks

GAFFNEY DYERS, INCORPORATED

RECEIVING REPORT

Received From:

Checked By _____
Satisfactory _____ Yes _____ No

Via

Charges

QUANTITY	DESCRIPTION	WEIGHT

Remarks

In the envelope below is a list of goods received by your firm on May 31, 19––. You are to compare the purchase orders to the list of the contents in each shipment. If there are any discrepancies or damages, you are to make a notation in the remarks area of the receiving report. All information requested on the receiving report is to be completed.

TEACHER INSTRUCTIONS: Paste a No. 6 envelope in this block. Also, you are to insert the list of Goods Received May 31, 19–– that you find in your manual.

(BE SURE TO RETURN THE MERCHANDISE LIST TO THE ENVELOPE WHEN YOU FINISH THIS TASK. IT WILL BE NEEDED BY THE NEXT STUDENT WHO USES THIS PACKET.)

Now that you have completed this task, give your receiving forms to your instructor for evaluation. If this packet was completed with 90% accuracy, then you may proceed to your next assignment. However, if you did not complete this task satisfactorily, your instructor may ask you to repeat the job.

LIST OF GOODS RECEIVED

Received on May 31, 19—

SHIPMENT A

FROM: ABC Printers, Inc.
Pine Street
Spartanburg, SC 29301

SHIPPER: Parcel Post

CONTENTS: 500 packets of 100 labels with the following imprint

Gaffney Dyers, Incorporated
Cherokee Boulevard
Gaffney, SC 29301

CHARGES: $12.85

SHIPMENT B

FROM: Colors, Incorporated
4500 West Jackson Blvd.
Charlotte, NC 28204

SHIPPER: Southern Freight Lines, Inc.

CONTENTS:
4 gallons Red dye No. 452
5 gallons Green dye No. 484
3 gallons Blue dye No. 479

CHARGES: $28.45

SHIPMENT C

FROM: Spartan Office Supply
Hillcrest Shopping Center
Spartanburg, SC 29301

SHIPPER: UPS

CONTENTS: 12 Typewriter ribbons - Smith Corona No. 456

CHARGES: $2.96

SHIPMENT D

FROM: Southern Paper, Inc.
Wade Hampton Blvd.
Greenville, SC 29602

SHIPPER: UPS

CONTENTS: 12 reams of No. 20-12 mimeograph paper

CHARGES: $8.10

INSPECTING MATERIAL RECEIVED FOR COMPLETENESS

INSTRUCTOR'S MANUAL

Prepared by

Mrs. Peggy C. McElveen

These materials support
Performance Objective 18 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

© Copyright 1977 South Carolina Department of Education

TEACHER'S MANUAL

INTRODUCTION

This instructional packet contains materials for a student to perform the task of inspecting materials received for completeness and damage.

The V-TECS Secretarial, Stenographic, Typing, and Related Occupations Catalog lists this as one of the accounting and bookkeeping duties a student might encounter once he is employed.

The various job titles and the amount of time spent doing this task are as follows based on the stanine method.*

Job Title	Stanine
Secretary	Six
Stenographer	Three
Clerk-Typist	Two
Typist	Zero

*One to three – little time
Four to six – average amount of time
Seven to nine – great deal of time

On the basis of the survey, it might be beneficial for a student who is seeking office employment, other than as a typist, to have experience performing this task.

In this packet you have a student booklet which introduces the task to be performed. The student will be given four purchase orders and a list of goods received on a designated date. Using these documents, the student is instructed to compare purchase orders with goods received. A receiving report is to be completed for each shipment, designating any discrepancies or damages involving the goods ordered. This task is to be performed with 90% accuracy.

The performance guide for this task is as follows:

1. Select proper receiving documents
2. Verify the quantity of each item
3. Verify the specifications of each item
4. Record information on receiving documents
5. Inspect the condition of the merchandise
6. Record any damage
7. Record discrepancies

NOTES TO THE TEACHER

To prepare this packet for student use, the following is to be done:

1. Paste 3 No. 6 envelopes in the spaces provided in the student manual.
2. Insert the following in the envelopes:
   a. four completed purchase orders found in the student's manual.
   b. four blank receiving forms found in the student's manual (Each time a student uses the packet, four new receiving forms will have to be inserted. Duplicate them from the form provided in the manual.).
   c. the list of Goods Received on May 31, 19––.

The teacher keys for this task are located in this manual.

Teacher's Key

VII B–7

GAFFNEY DYERS, INCORPORATED

RECEIVING REPORT

Received From: ABC Printers
Pine Street
Spartanburg, SC 29301

Checked By Student's Name
Satisfactory ____ Yes ✓ No

Via Parcel Post

Charges $12.85

QUANTITY	DESCRIPTION	WEIGHT
500	10C label packets with following imprint: Gaffney Dyers, Incorporated Cherokee Boulevard Gaffney, SC 29301	

Remarks

Wrong zip code – should be 29340

GAFFNEY DYERS, INCORPORATED

RECEIVING REPORT

Received From: Colors, Incorporated
4500 West Jackson Blvd.
Charlotte, NC 28204

Checked By Student's Name
Satisfactory ____ Yes ✓ No

Via Southern Freight Lines Inc.

Charges $28.45

QUANTITY	DESCRIPTION	WEIGHT
4 gallons	Red dye No. 452	
5 gallons	Green dye No. 484	
3 gallons	Blue dye No. 479	

Remarks

Short 1 gallon green dye No. 484
Sent 3 gallons blue dye No. 479 instead of 3 gallons yellow dye No. 416

Teacher's Key

GAFFNEY DYERS, INCORPORATED

RECEIVING REPORT

Received From: Southern Paper, Inc.
Wade Hampton Blvd.
Greenville, SC 29602

Checked By Student's Name
Satisfactory ✓ Yes ____ No

Via UPS

Charges $8.10

QUANTITY	DESCRIPTION	WEIGHT
12 reams	No. 20 – 12 mimeograph paper	

Remarks.

GAFFNEY DYERS, INCORPORATED

RECEIVING REPORT

Received From: Spartan Office Supply
Hillcrest Shopping Center
Spartanburg, SC 29301

Checked By Student's Name
Satisfactory ____ Yes ✓ No

Via UPS

Charges $2.96

QUANTITY	DESCRIPTION	WEIGHT
12	Typewriter Ribbons – Smith Corona No. 456	

Remarks
Sent wrong type of ribbons – were to have been Royal No. 46842